MISSISSAUGA FIRST NATION
Job Posting

**Position:** Community Health Representative (CHR) - Activator

**Accountability:** Health and Social Services Department / Director or Designate

**Circulation:** Level II

**Employment Status:** Full-time Permanent

**Hours of Work:** 37.5 hours per week

**Preferences:** Person of Aboriginal Descent

**Tentative Start Date:** November 4, 2014

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**JOB PURPOSE / SUMMARY**

Promote healthy and holistic lifestyle choices to the members and residents of Mississauga First Nation in order to reduce the incidence of disease. The CHR - Activator will promote substance free activities and events for various age groups.

The CHR – Activator will manage the coordination and delivery of recreation programs and services which includes managing the services delivered at the Sports Complex facility for the Mississauga First Nation community.

The CHR - Activator will also work toward the reduction/elimination of illegal drug use and prescription drug misuse within the community, as well as provide prevention teaching, guidance, appropriate educational material to the community at large that will encourage healthy lifestyle choices. The CHR – Activator will encourage positive behavioural changes through recognition systems while ensuring appropriate referrals where failure of disease prevention strategies occurs or when treatment services are needed.

**SCOPE**

The CHR – Activator reports to the Health and Social Services Director or designate and provides outreach programming and delivery for all of Mississauga First Nation's membership through community delivered activities, workshops, and educational promotions.

**KEY JOB FUNCTIONS**

Manage Sports Complex Programs and Services

- Develop annual work plan of Sports Complex services, including the development of a budget and the tracking of expenses;
- Engage the community in the development of programs and services;
- Plan and coordinate community based recreation programs based on community feedback;
- Recruit and retain volunteers to assist with programming;
- Supervise, coach and direct volunteers;
- Coordinate committee meetings and facilitate Recreation committee deliverables as it related to community recreation;
- Develop partnerships with other First Nations and community organizations;
- Respond to client concerns and assist with training of use of fitness equipment;
- Develop and maintain applicable policies, guidelines, proposals and practices for managing facility and delivering recreation activities for the community; and,
- Develop and maintain an inventory of sports complex assets including sports equipment and supplies.
COMMON CORE PROGRAM DELIVERABLES

- Prepare and present educational programs and resources;
- Conduct onsite training initiatives that support Mississauga First Nation’s overall Health and Social Services Department strategic goals and program requirements, including educational topics based on identified trends, needs and requests;
- Collaborate with other departments, stakeholders and community groups to comprehend overall goals, plan outreach interventions and develop effective communication strategies.
- Contribute to the planning and implementation of the strategic plan by: planning, organizing and implementing a range of program services and activities for members; initiating new programs; recommending the development of service area programs; and promoting and stimulating participation;
- Document results, feedback and lessons learned from each activity, ensuring all plans and materials meet departmental and administration guidelines and policies;
- Ensure continuous quality improvement by monitoring and evaluating program achievement against annual work plan goals, implement modifications that respond to member needs and interests where possible;
- Represent Mississauga First Nation at meetings with contractors, stakeholders and providers of health and wellness deliverables as required;
- Plan and disseminate weekly and monthly program schedules for all activities to all community members and administration;
- Remain visible and accessible to all targeted groups, being a community role model;
- Maintain a high level of community morale and conduct by providing mentorship and support to peers and community members;
- Secure, maintain and monitor materials, equipment and other resources belonging to the program area(s). Maintain cleanliness of program area(s); and,
- Participate in individual and group supervised sessions, and participate in professional development opportunities as appropriate.

MINIMUM QUALIFICATIONS

Education and Experience

- Post-secondary education at the college or university level in one of the following disciplines:
  - Sports and Recreation
  - Fitness
  - Health and Wellness
- Minimum Grade 12 Secondary Diploma or equivalent; and,
- Two (2) years’ progressively responsible experience in fitness, sports and/or recreation delivery such as working as a personal trainer or coach for various team sports combined with experience in marketing or wellness campaigns.

Licenses/Certification

- Ontario Class G/G2 (G1 not acceptable) in good standing; and,
- Standard First Aid and CPR/AED.
- Current ORCA Advanced Solo/Tandem Canoe certification (an asset).
- Teaching Adult Learner Certificate (an asset).

Knowledge

- The incumbent must have proficient knowledge in the following areas:
  - First Nation cultural practices and traditions in the workplace and community with an understanding, sensitivity and respect of Anishinaabe spirituality, healing and traditional ways (i.e. smudging, ceremonial fires, traditional foods, traditional play);
  - Basic nutrition, traditional foods, food preparation as a lifestyle for health and wellness;
  - Exercise, activity and fitness as a lifestyle for health and wellness;
• Implementing programs that are youth and children focused which will increase opportunities for physical activity and promotion of healthy eating behaviours (i.e., weight loss programs, school-based health and disease prevention curriculum, workshops, meal programs such as breakfast programs and exercise programs);
• Implementing adult focused programming that supports fitness, healthy food choices, self-care and wellness;
• Crisis intervention, motivation and negotiation techniques;
• Various learning styles and development strategies for various demographics;
• Preparing program budgets, activity reports, work plans, progress and summary reports;
• Marketing and promotion techniques;
• Delivery of educational campaigns, drives and contests with a specific focus on fitness (i.e., weight loss, challenges, injury prevention, play); and,
• The Occupational Health and Safety Act and the Canada Labour Code as it apply to the worker.

Skills
The incumbent must demonstrate the following skills:
• Excellent verbal and written communication with a customer focus;
• Ability to work in a team environment;
• Ability to work independently and to exercise initiative;
• Strong critical thinking skills and the ability to exercise independent judgement;
• Flexibility and good organizational skills;
• Ability to instruct, speak in public and facilitate to address family meetings, groups, workshops, one-on-one in order to consult with individuals, family members and / or other targeted groups;
• Proficient in Microsoft Office Suite, other computer applications and technology;
• Ability to work with and relate to a wide variety of demographics;
• Ability to observe and assess program participants, enforce safety regulations and emergency procedures, and apply appropriate behaviour management techniques; and,
• Ability to research available resources that promote wellness and health independence options.

Personal Attributes
The incumbent must demonstrate the following attributes:
• Be honest, trustworthy and maintain confidentiality;
• Be respectful and empathetic;
• Possess First Nation cultural awareness and sensitivity;
• Possess a calm demeanor in responding to customers;
• Strong interpersonal and communication skills;
• Ability to take charge and motivate others;
• Have enthusiasm, sense of humour, patience and self-control;
• Ability to identify personal limits and abilities within role;
• Be flexible and adaptable; and,
• Demonstrate sound work ethics.

Other Qualifications
• Able to provide an acceptable Canadian Police Information Centre (CPIC) with Vulnerable Sector;
• Willingness to work outdoor environment in all weather conditions occasionally;
• Must be able to work flexible hours, on-call and shift work, including weekends and holidays; and,
• Willingness and ability to travel within region and/or between sites and to activities as needed.
**WORK SITE LOCATION**
This position will be based out of the Sports Complex at 63 Park Road, Mississauga First Nation.

**TO APPLY**
Customize your cover letter and resume to the duties, experience, expectations and qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

MAIL: Mississauga First Nation  
PO Box 1299  
Blind River ON P0R 1B0  
Attention: Sheila Jacobs, Human Resources Advisor  
CONFIDENTIAL

EMAIL: sheilajacobs@mississaugi.com

FAX: 705-356-1740

**Deadline:** Tuesday, October 21, 2014, at 4:30 p.m.

*Miigwetch to all applicants, however, only those selected for an interview will be contacted.*